

To: [Hiring Manager Name]

From: [Recruiter Name]

Date: [Current Date]

Subject: URGENT: Candidate Submittal - [Job Title] - [Candidate Name]

Dear [Hiring Manager Name],

Regarding your urgent requirement for the **[Job Title]** position, I am pleased to submit **[Candidate Name]** for your consideration on a contract-to-hire basis.

Candidate Overview:

- **Relevant Experience:** [Number] years in [Specific Industry/Technology].
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3].
- **Availability:** [Notice Period/Start Date].
- **Hourly Rate/Salary Expectation:** [Contract Rate] / [Conversion Salary].

Why this candidate is a fit:

[Insert 2-3 sentences regarding specific achievements or projects that match the urgent needs of the role].

Contract-to-Hire Terms:

The candidate is available for a contract period of [Number] months prior to permanent conversion.

Attached is the updated resume for your review. Please let me know your availability for an interview, as the candidate is currently interviewing with other firms and is highly sought after.

Best regards,

[Recruiter Name]

[Company Name]

[Phone Number]

[Email Address]